



**PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF JAMAICA**  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Senior Facility Operator
<b>JOB GRADE:</b>	SOG/ST 5
<b>DEPARTMENT:</b>	Waste Management Unit
<b>REPORTS TO:</b>	Operations Manager
<b>MANAGES:</b>	Facility Operators & Facility Attendants

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

Under the direction of the Operations Manager, the incumbent is responsible for the day-to-day operation and maintenance of the assigned medical waste treatment facility in an efficient manner and in compliance with the Facility's standard operation procedures, maintenance plan, and health and safety plans.

## **KEY OUTPUTS**

1. Daily treatment targets met
2. Standard operating procedures, maintenance plan & schedule developed
3. Waste manifest forms completed
4. All routine, preventative and corrective maintenance activities completed in a timely manner and according to schedules
5. Records developed and maintained
6. Reports prepared and submitted in a timely
7. Facility cleaned and maintained
8. Inventory of consumables, spare parts, collection bins and personal protective equipment maintained
9. External stakeholders facilitated
10. Bacteriological monitoring tests completed
11. Safety and emergency response procedures completed
12. Budget information prepared

## **KEY RESPONSIBILITY AREAS**

### **Technical Professional Responsibilities**

1. Ensure that daily treatment targets for waste quantities received at the facility are achieved.
2. Operate and monitor the operation of the treatment equipment and other equipment at the facility in accordance to the standard operating procedures and equipment manuals.
3. Read, understand and use equipment manuals and schematic drawings to develop a comprehensive maintenance plan and standard operation procedures for all the equipment at the Unit's treatment facilities.
4. Perform routine, preventative and corrective maintenance service of all equipment at the Unit's medical waste treatment facilities in accordance with established maintenance plans and schedule. This includes but not limited to inspection, testing, making adjustments and replacing parts on equipment and building.
5. Carry out inspection of building and equipments at treatment facilities after disasters to ascertain if structural integrity is maintained.
6. Advise the Operations Manager of all equipment failures and malfunctions. Troubleshoot and investigate all such failures and malfunctions to diagnose faulty operations and make recommendations for timely corrective actions.

7. Assist with the preparation of technical specifications, scope of works inclusive of sketches for the procurement of equipment, spare parts, maintenance tools, consumables and all maintenance related contracts and participate in the evaluation of tenders.
8. Assist with monitoring contractors performing maintenance repairs and servicing of equipment and ensure adherence to technical specifications, scope of works and terms and conditions of the contracts.
9. Provide technical guidance and oversight to Facility Operators and Attendants to ensure sound implementation of routine maintenance activities, SOPs and Occupational Health and Safety Procedures.
10. Coordinate waste manifest duties on all incoming waste prior to treatment, to include inspection, scanning, weighing, sorting and storing waste, and completing waste manifest forms.
11. Maintain accurate and up to date electronic and paper records of incoming waste manifest forms, disposal manifest forms for residual waste, treatment equipment operating parameters and maintenance activities undertaken.
12. Prepare and submit to the Operations Manager all weekly, monthly and quarterly reports on operation and maintenance activities at the treatment facility, or as instructed.
13. Ensure that the operational area of the treatment facility is cleaned and maintained, on a daily basis, in accordance with established standards.
14. Ensure that all waste storage containers are cleaned and sanitized and that adequate supply of clean and sanitized containers are available for dispatch to customers daily.
15. Monitor stocks of personal protective equipment, consumables, collection bins, equipment spare parts, maintenance tools, materials and supplies, and advise Operations Manager to facilitate timely procurement and ensure continuous availability.
16. Facilitate external stakeholders undertaking scheduled environmental monitoring tests.
17. Conduct scheduled bacteriological monitoring tests on the treatment equipment.
18. Investigate and report all accidental spills, emergencies, within 24 hours and coordinate with the relevant stakeholders to ensure timely corrective actions and reporting.
19. Administer basic safety and emergency response procedures according to Safety and Emergency Response Plans when necessary.
20. Assist with the preparation of annual capital and recurrent budgets for operation and maintenance activities for the assigned treatment facility.

## Human Resource Responsibilities

1. Provide leadership, guidance and technical support to staff through objective setting, delegation and communication.
2. Provide guidance to staff through coaching, mentoring and training, and providing assistance and support as needed.
3. Ensure that staff is aware of and adheres to the policies, procedures, and regulations of Ministry of Health and the Waste Management Unit.

## Other Responsibilities

Perform other job related functions so assigned or as necessary to maintain the performance standards of the facility.

## PERFORMANCE STANDARDS

1. Waste types received at the facility inspected, manifested, sorted, stored and processed properly and in accordance with established procedures and guidelines.
2. Maintenance plan, maintenance schedule and standard operating procedures for all equipment developed and adhered to at all times
3. All maintenance activities performed in accordance with established procedures and schedules.
4. Equipment failures and malfunctions diagnosed, investigated and reported with recommendations timely.
5. Technical specifications and scope of works developed and submitted timely.
6. Waste manifest duties completed accurately and timely
7. Operation and maintenance records (paper & electronic) maintained and updated accurately and timely, including but not limited to waste manifest, daily operations log, accidental spills, emergencies, and equipment malfunctions, treatment parameters, maintenance activities, and environmental monitoring records).
8. Reports prepared and submitted timely.
9. Treatment facility operation area cleaned and organized.
10. Adequate quantity of consumables, equipment spare parts, collection bins and personal protective equipment maintained at the facility to ensure the efficient operation and maintenance activities.
11. External stakeholders facilitated and monitored adequately within established timeframes.
12. Bacteriological monitoring tests conducted according to established schedule.
13. Safety and emergency response procedures completed timely and according to established procedures.
14. Adherence to the Facility's Safety and Health Plans, Standard Operating Procedures.
15. Budget information for operation and maintenance activities prepared and submitted

## REQUIRED COMPETENCIES

Functional/Technical Competencies	LEVELS
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1. Working knowledge of building and equipment maintenance	
2. Ability to grasp knowledge of the dynamic operations and maintenance requirements for equipment used at waste treatment facilities.	
3. Ability to interpret specifications of machinery and circuitry	
4. Knowledge of electrical, mechanical and pneumatic systems	
5. Knowledge of troubleshooting techniques	
6. Knowledge of Jamaica Electrical and Building Codes	
7. Demonstrated ability to explain, apply and monitor such operations and maintenance requirements.	
8. Demonstrate aptitude to learn and implement the Facility's waste management plans, policies, standard operating procedures, and health and safety plans	
<b>Core Competencies</b>	
9. Oral Communication	
10. Written Communication	
11. Leadership Skills	
12. Time management skills	
13. Planning and organizational skills	
14. Problem solving and analytical skills	
15. Good oral and written communication skills.	
16. Ability to use the computer and knowledge of software applications including MS Word and Excel.	
17. Team player	
18. Self-motivated and resourceful, with proven ability to multi-task and operate successfully under tight deadlines and time pressures with minimal supervision.	

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

1. Diploma in Mechanical, Industrial or Electrical Engineering, or related engineering field.
2. At least two years working experience with a reputable company in the capacity related to equipment and building maintenance

### **SPECIAL CONDITION ASSOCIATED WITH THE JOB**

- The working environment at the treatment facility involves the mechanical handling of hospital infectious waste.
- Works in a noisy and bio-hazardous waste environment
- Requires the use of personal protective equipment
- Requires worker training to prevent potential worker exposures to bio-hazardous waste
- Requires proper immunization
- Requires to work beyond normal working hours from time to time to effect solutions to maintenance related problems or to meet deadlines.

### **REPORTING RELATIONSHIPS**

Reports to:	Directly – Operations Manager
	Indirectly – Director of Waste Management
Supervision given to:	Directly – Facility Operators and Facility Attendants
Nature of Supervision:	Specific operation and maintenance objectives, and provides advice where necessary.

### **AUTHORITY**

- Review and recommend amendments to maintenance plan, safety guidelines, standard operation procedures.
- Stop the operation of any equipment if its operation deemed to be endangering to life, property, mechanical damage, or substandard treatment quality of waste.
- Develop specifications & scope of works for consumables, spare parts, maintenance equipment and maintenance contract services.
- Certify goods and services delivered at the assigned treatment facility.
- Assess and verify bills for payment
- Verify overtime worked by Facility Operators and Attendants.
- Recommends leave, disciplinary action and promotion of direct supervisees in accordance with established human resource policies
- Recommend the replacement of capital equipment at the facility when such equipment becomes too costly to maintain as justified by economic, safety performance indicators, service history and current problems.